ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ISB Meeting - 8 September 1988

FROM:		EXTENSION	NO.
SA/EXDIR 7E12 HQS			ER 3490-88
			DATE 6 September 1988

STAT
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ER (File B-209-IR) 7E12 HQS				
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FORM 1-79 **610** USE PREVIOUS EDITIONS

☆ U.S. Government Printing Office: 1985—494-834/49156

ER 3490-88
6 September 1988

MEMORANDUM FOR: Information Systems Board

STAT   FROM:

Special Assistant to the Executive Director

SUBJECT: ISB Meeting - 8 September 1988

1. The Office of Information Technology has been asked to lead an effort to define the Agency's information systems architecture. This study will describe the network as it exists today and will include changes anticipated through 1992. A sharper definition of the architecture will support strategic planning by the directorates and should eventually lead to a process for configuration management of the network.

2. A special meeting of the Information Systems Board has been scheduled for 8 September at 14:30 in room 7D32 Headquarters to review the charter for the architecture study. The meeting will be chaired by the Deputy Director for Administration. Time should have been reserved on your calendar. An agenda for the meeting is attached.

STAT

cc: DDA

Attachment

STAT   DCI/EXDIR/   (6 Sep 88)

Distribution:
     Orig - Each ISB member
         1 - DDA
         1 - C/ATPS/OIT
         1 - ER
         1 - ISB File

Attachment

INFORMATION SYSTEMS BOARD MEETING

Thursday, 8 September 1988
14:30 - 15:30
Room 7D32 Headquarters

Agenda

STAT

Agency Information Systems Architecture.
chief of the Architecture and Technology Planning Staff within
the Office of Information Technology, will present the proposed
terms of reference and plan of action for the architecture study.

C-O-N-F-I-D-E-N-T-I-A-L

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
EPSG Kickoff Meeting (U)

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FROM:	EXTENSION	NO.
SA/EXDIR 7E12 HQS		ER 2804-88
		ATE 13 July 1988

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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C-O-N-F-I-D-E-N-T-I-A-L

ER 2804-88
13 July 1988

MEMORANDUM FOR: Electronic Processes Study Group

25X1 FROM: ☐
Special Assistant to the Executive Director

25X1 SUBJECT: EPSG Kickoff Meeting ☐

1. The first meeting of the Electronic Processes Study Group
will be held in room 7D64 Headquarters on 18 July at 11:00. An
agenda for the meeting and a copy of the group's charter are
25X1 attached. ☐

2. The members of the group are:

25X1

Representatives from O/EXDIR and O/Compt will participate as
25X1 observers. ☐

25X1

25X1 DCI/EXDIR, ☐ (13 Jul 88)

Distribution:
    Orig - Each Addressee
       1 - D/IG/Audit
       1 - ER
       1 - ISB File

25X1

C-O-N-F-I-D-E-N-T-I-A-L

Attachments

ELECTRONIC PROCESSES STUDY GROUP

Monday, 18 July 1988
11:00 - 12:00
Room 7D64Headquarters

Agenda

Kickoff. Representatives from O/EXDIR and O/COMPT will elaborate
on the purpose for the group. The group will decide how to
proceed.

Terms of Reference

for the

ELECTRONIC PROCESSES STUDY GROUP

Sponsored by the

Information Systems Board

Purpose: To recommend specific policies and procedures which would allow greater reliance upon electronic processes.

Background: We want every employee to be able to perform everyday processes electronically. To achieve this, we need to bring our paper and electronic cultures closer together by deciding how our administrative control mechanisms, which are well-established in the paper world, apply to electronic processes. More to the point, we must understand how requirements involving records management, authentication of transactions, and command and control relate to our electronic records and communications.

The group will help pave the way for more complete integration of electronic processes into the everyday business of the Agency by identifying applicable administrative requirements and recommending specific policies and procedures to satisfy those requirements. The group may also propose changes to existing systems.

Membership: Office of Information Technology
    (data processing careerist, chair)
Office of Information Technology
    (information management careerist)
Office of Information Resources
Office of Communications
Information Management Staff
Directorate of Administration
    (multiple representatives, if necessary)
Directorate of Science and Technology
Office of General Counsel

Schedule: Kickoff............................18 July
Brief findings to ISB..............4 November
Publish final report...............12 December